

NEBRASKA TOURING PROGRAM

Artist Proposal for the Artist Directory

The **Nebraska Touring Program/Exhibits Nebraska** is designed to provide a variety of high quality touring performances and exhibits in various price ranges to all Nebraska communities throughout the year. It provides financial assistance to Nebraska's non-profit sponsors as well as promoting resident Nebraska artists and groups with a record of professional achievement. Artists who wish to apply for both the NTP/Exhibits Nebraska and the AiS/C programs should contact NAC staff before applying.

Eligibility

The **Nebraska Touring Program /Exhibits Nebraska** program is open to professional quality artists residing in Nebraska. Eligible ensembles must maintain administrative offices in the state. In general, students are not eligible for the program. Only those who currently are not in the program and are applying for the first time need complete the following application form.

Proposal Deadlines

The artist proposal deadline is February 1. Applications must be postmarked (not metered) or delivered to the NAC by 5 p.m. that day. Late or faxed applications will not be accepted. If the established deadline falls on a weekend or official state holiday, the accepted postmark will be the following regular working day.

Applications are accepted for the purpose of review by the NAC's artist review panel, and not for sponsor's selection of artists for touring performances or exhibits.

Evaluation Criteria

Proposals are reviewed by the NAC's artist review panel based on the following criteria:

- ♦ Artistic skill
- ♦ Touring experience and/or capability
- ♦ Availability to tour throughout the entire state
- ♦ Effective tour management (and organizational management, if applicable)
- ♦ Appropriateness of fee(s)

How the Program Works

Artists accepted to the NTP will be listed in the NAC's *Artist Directory*. Eligible sponsoring organizations may apply for touring funds in order to support performances or exhibitions by artists listed in the *Artist Directory*.

Inclusion in the *Artist Directory* is not a guarantee of employment. Artists and ensembles market and book their own engagements with Nebraska presenters and sponsors. They also schedule and make all their own tour or residency arrangements.

Touring funds are awarded to the sponsoring organizations, not to the artists directly. Sponsors must submit an NTP sponsor application to receive funding. For more detailed information about sponsor eligibility and the sponsor application process, see page 39 .

After the Proposal is Approved

Once approved for the NTP, all details of the touring options, including the maximum fee(s), are considered to be fixed. These details will be printed in the NAC *Artist Directory* and posted on the NAC's website.

New artists and/or tour managers are required to meet with the NTP Coordinator for an orientation. New artists must have a press kit available for sponsors to use to market touring programs/exhibits. A press kit must be submitted to the NTP Coordinator as soon as possible.

Once accepted into the NTP, an artist is eligible to participate in the program without submitting a new application unless: a) the artist wishes to add a performance or exhibit option; b) the artists wishes to change the artist fees by more than 20%; or c) artistic or managerial skills come into question, in which case the artist will be notified by the NAC.

NTP artists will be contacted each year to renew their commitment, and to update their listing in the NAC *Artist Directory*.

ASSEMBLING THE PROPOSAL: Please submit 10 sets of all printed materials, collated and submitted in the order given above. The set with the original signatures on the Cover Page should be on top. Do not place these materials in covers, or staple them; use a clip or rubber band to bind each set. Clearly label slides, tapes, etc. and place on top of the entire assembly.

NTP Artist Proposal Procedure

- ☐ Complete the Artist Proposal Cover Page on page 61.
- ☐ Answer the following questions on three pages or less of 8.5 x11 inch paper, one side only. Margins must be at least 1/2 inch, and typeface should be at least 10 point. Do not use cursive or italic fonts. Begin each response by repeating the corresponding letter and question. The artist's or group's name should be at the top of each page.
 - A.** State the number of artists who will participate in your touring program, including accompanists.
 - B.** Describe briefly your touring experience, including number of years, approximate number of performances or exhibits, participation in state or regional touring programs. Ensembles should describe their experience as a group.
 - C.** NTP artists must be willing to tour to any location in the state, but you may place restrictions on the days, weeks, or months of availability, or distance or hours traveled within a single day. List your restrictions, if any.
 - D.** List your technical requirements (floor space, lighting, exhibit area, sound equipment, etc.).
 - E.** To supplement your summary on the Cover Page, please provide an expanded description of the performance or exhibit option(s) you will make available through the NTP. Include information about educational or other outreach activities, if any.
 - F.** Explain briefly why you would like to participate in the NTP/Exhibits Nebraska.
 - G.** Please indicate how many NTP bookings you anticipate per year, and explain how you intend to market your touring performance/exhibit to potential sponsors.
- ☐ Complete the Artist Proposal Budget, page 62 .
- ☐ Attach an itemized budget of your expenses.

Compile the following support materials:

- ☐ Bio or artistic resume for each artist participating in the touring event. Your full press kit is preferable.
- ☐ Bio or resume for key administrative personnel (other than the artist), including the tour manager.
- ☐ One or two good quality photographs, in digital or print format, for publication in the NAC Artist Directory.
- ☐ Maximum of three support materials such as reviews, programs, and exhibition catalogues.
- ☐ Enclose the following materials based on your arts discipline. Please be aware that the review panel will evaluate the quality of your work based on the materials you submit. Therefore, slides, tapes, CDs and videos that you submit should be of high quality, and should represent you well. The NAC cannot guarantee that these materials will be returned to you.

For Visual Artists:

1. Three sets of 10 slides, each in a clear plastic sheet labeled with your name, the title, date of execution, medium and dimension of each work.
2. Catalogue, gallery guide, or examples of didactic wall labels.

For Music & Musical Theatre Artists:

1. Three copies of a 1/2 inch VHS videotape of the performance (or a representation), at least three minutes long, cued to the section you wish to be reviewed, and labeled with the artist's name and the date of taping.
2. Three copies of one audio cassette tape or CD of the performance (or a representation) at least three minutes long, cued to the section you wish to be reviewed, and labeled with the artist's name and the date of taping.

Other Performing Artists:

Three copies of a 1/2 inch VHS videotape of the event (or a representation), at least three minutes long, cued to the section you wish to be reviewed, and labeled with the artist's name and the date of taping.

Interdisciplinary Arts Applicants:

Please contact the NTP Coordinator for requirements.



NEBRASKA TOURING PROGRAM / EXHIBITS NEBRASKA

ARTIST PROPOSAL COVER PAGE

Deadline: February 1. Late, incomplete, or faxed applications will not be accepted.

The proposal and all support materials must be typed.

1. Name of Artist or Group:		
2. Contact person's name & title (if different from above):		
3. Mailing address		
City, state, zip		
4. Daytime phone:	Evening phone:	FAX:
5. Email address:	Artist/Group's web site:	
6. Social Security Number:		

7. Arts discipline (check one only -- applicants must submit a separate proposal for each arts discipline)

- | | | |
|--|---|---|
| <input type="checkbox"/> Dance (01) | <input type="checkbox"/> Music (02) | <input type="checkbox"/> Opera/music theatre (03) |
| <input type="checkbox"/> Theatre (04) | <input type="checkbox"/> Visual arts (05) | <input type="checkbox"/> Interdisciplinary |
| <input type="checkbox"/> Folk/Traditional (12) | <input type="checkbox"/> Other: | |

8. In the space provided, summarize the performance or exhibit options you will make available through the NTP program. Do not include fees or financial options. (This information will be printed in the NAC's *Artist Directory*)

Read and sign:

I do hereby certify that all figures, facts, and representations made in this application are true and correct to the best of my knowledge. Submission of this proposal signifies intention of compliance with all guidelines and restrictions imposed by the Nebraska Arts Council, a state agency, and the National Endowment for the Arts, a federal agency. All information submitted in this proposal is available for public inspection.

Signature of principal artist

Signature of contact person (if different from artist)

Date

Date

NTP ARTIST PROPOSAL BUDGET

This is a budget summary. Calculate your budget based on a single, full performance or exhibition, 300 miles (each way) from your home location. Any item that requires addition or multiplication to arrive at a total must be itemized on a separate page and attached to this application. Round all figures to the nearest dollar.

TOURING EXPENSES

		Cash Expenses	Subtotal
1.	Personnel		
	a. Administrative		
	b. Artistic/curatorial		
	c. Technical/production		
	Subtotal		\$
2.	Space Rental		
	a. Office		
	b. Rehearsal facility		
	Subtotal		\$
3.	Travel & Lodging		
	a. Mileage (\$0.365 per mile)		
	b. Vehicle rental (if applicable)		
	c. Lodging (\$50 per person per day)		
	d. Meals (\$30 per person per day)		
	Subtotal		\$
4.	Administration		
	a. Insurance		
	b. Shipping/trucking		
	c. Crating or packaging materials		
	d. Sets		
	e. Costumes		
	f. Production/exhibit supplies		
	g. Rights/royalties		
	h. Marketing		
	i. Other		
	Subtotal		\$
5.	Total Cash Expenses (add subtotals of lines 1-4)		\$

TOURING FEES

6.	Total cash expenses per engagement (amount on line 5 above)		
7.	Amount of artist's funds supporting touring expenses (optional)		
8.	Fee to be charged to sponsors per engagement (line 6 minus line 7)		\$
9.	Please check one:		
	a. The cost per performance/exhibit on line 8 is the maximum negotiable fee.		
	b. The cost per performance/exhibit on line 8 is the non-negotiable fee.		
10.	If your fee is non-negotiable and you would like to offer a discount for block-booked events, list your discounted fee per block-booked performance.		\$